

CWEA

Leader Link

News, Insights, and advice for CWEA's volunteer leaders

Local Sections,
Committees, Liaisons,
& Past Presidents

October 2003

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Need Study Guides for Your Next Certification Exam?

Check out the CWEA bookstore at

<http://www.cwea.org/book.shtml>

for all of your Study Guide and exam preparation needs.

Our Board's Activities & Actions

The CWEA board held its September Board meeting at the Northern Regional Training Conference at Lake Tahoe. The meeting proved to be productive, and addressed the following key items.

Year-end Treasurer's Report
Treasurer Kent Craney reported the following pre-audit results at the state level from FY 02-03 (ending June 03):

- Income = \$1,657k (120% of FY 02-03 budget)
- Expense = \$1,355k (102% of FY 02-03 budget)
- Net = \$302k

Every key revenue-producing program performed better than budget. Congratulations to the many, many dedicated CWEA volunteers who work on our programs.

Contribution to reserves from FY 02-03 equaled \$268k, for a total reserve level of \$795k. There are two segments to the association's reserves:

- one for emergencies, and
- the other for capital improvements (both planned projects and unplanned opportunities).

Treasurer Craney noted the strong financial performance in FY 02-03 means:

- The organization is more secure financially
- The organization has more flexibility to address a growing program of work and budget.

Board Action and News:

- Another great Northern Regional Training Conference:
 - o 562 attendees, speakers, guests
 - o 54 exhibit booths (a sell-out)
- Approved a resolution thanking Senior WEF Director Tom Sutton (rotating off the Board in October 2003) for his fine contribution to the CWEA during his 11 years of service as a CWEA Board member.
- Approved member conference pricing to members of other Member Associations (MA's) of the Water Environment Federation. Members of other MA's may pay CWEA member rates for all CWEA conference and training events.
- Approved holding the Northern Regional Training Conference in Northern Nevada in 2004 contingent upon approval from Nevada Water Environment Association (NWEA) and WEF, with letters requesting approval sent to both NWEA and WEF.

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Thinking of Joining the Board?

Send in your board nominations and questionnaire responses to the CWEA office no later than **October 17, 2003.**

http://www.cwea.org/members/mlr_leader_likeleader_jcb_ni.shtml

Your Chance to Help Shape the Future

Take advantage of our first opportunity for leader involvement in our October planning meeting. It's intended specifically for Local Section and Committee leaders as well as Past Presidents to participate in our strategic planning process. Past President Dr. Nick Pinhey will be facilitating.

- Date: Tuesday, October 28, 2003
- Time: 10 am to 3 pm
- Location: Radisson Hotel, 2233 Ventura Street, Fresno
- Invitations have been sent electronically via e-vite. Contact Angela Nielsen at anielsen@cwea.org or 510.382.7800.

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- Approved sending a letter from President Tolby to WEF formally requesting partnering agreements with WEF on activities that will be held in California.
 - Approved the proposed changes to the standing rules for the Collection Systems and the Training Coordination Committees. Standing rules for all CWEA committees can be found at http://www.cwea.org/members/mlr_leader_board_gd_csr.shtml
 - Approved the recommendation from Colorado River Basin Section (CORBS) for Tri-State Seminar Executive Committee representatives from CWEA:
 - Mark Graham,
 - Jerry Jimenez (alternate), and
 - Brian Peck as Tri-State Treasurer.
 - Approved the Collection Systems Committee PICK award and implemented it for inclusion in the FY 03-04 award program. PICK awards will be given at the Collection Systems breakfast at the Annual Conference each year. PICK stands for "Professionalism, Ingenuity, Contribution, and Knowledge."
 - Approved changes to the recertification policy in order to:
 - Speed up the approval process by general approval to certain types of training and training providers
 - Allow continuous acceptance and approval of contact hours.
 - Certification policies can be found at: www.cwea.org/renew
 - Approved retaining the Northern Regional Training Conference net revenue goal at \$25,000 for 2004.
- The Conference Pricing Task Force is expected to have input in this matter, potentially by the January 04 Board meeting.
- Approved permitting the Operations Committee (OPS) to implement delay list items in FY 03-04 without further board action within specific parameters.
 - Approved funding airfare for the CWEA Stockholm Junior Water Prize (SJWP) winner and National Finalist Vijay Yanamadala to attend WEFTEC 2003.
- Vijay's winning project "Reclaiming the Ecosystem: Eutrophication Control with Phosphate Binding Calcium Carbonate Filters & Accelerated Denitrification in Fresh Water Lakes" is summarized in the October 2003 issue of *Wastewater Professional*.
- Authorized the Executive Committee to negotiate a memo of understanding (MOU) with WEF for the Fats, Oils and Grease (FOG) Specialty Conference that WEF anticipates holding in California in 2004.
 - Progress continues as we follow up on the intent of the Hawaii Water Environment Association to use CWEA's Technical Certification Program, beginning with the Collection Systems vocation.
- Several CWEA volunteers will be conducting training at HWEA's November conference at no cost to CWEA.
- Join us at our next Board of Directors meeting, January 31, 2004 in San Diego.



New Staff for Certification

At the June 2003 Board Meeting, the CWEA Board approved as part of the CWEA Program of Work, the addition of two new staff positions to respond to increased membership and participation in all CWEA programs.

These new positions are:

- Certification Services Specialist, and
- part-time Receptionist.

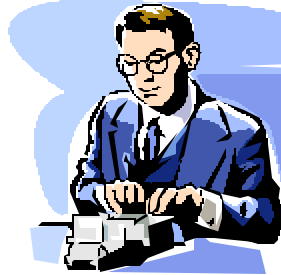
We are pleased to announce that Stefnie Harris has joined us as the Certification Services Specialist.

She will be assisting with test preparation, record keeping, and appeals. She will also be our customer service representative for CWEA's nondues publication bookstore and online job posting service.

The Certification Services Specialist position is key to enhancing our current level of customer service, increasing the quality of our current services, and managing the growth of certification into new markets and services.

Minding The Meeting's Minutes

Recording the events and actions of a meeting is not always as easy as it sounds. How many meetings have you been to where it feels like the agenda was thrown out the window somewhere between the call to order and the roll call? While much of the order of the meeting is up to the chair or president, the accurate recording of the meeting is up to the secretary to capture. This means that with every added item, deleted or postponed item, or off-subject discussion, there is at least one person who is struggling to figure out how much of what discussion to include.



Taking minutes is a balancing act between capturing what happened, and overloading the minutes with unnecessary detail. Unfortunately, quite a few first-time volunteers get thrown into this role. In fact, it is one of the most critical roles on a board or in a committee.

Why take minutes?

While it is important to keep records for posterity, there are several other important reasons to take and approve minutes of any meeting. First, it reminds the group about decisions that they made. Second, it documents the board/group's fulfillment of their legal obligation to the members of CWEA to be actively involved. Third, minutes can protect against (or indemnify) the committee's members against claims of misuse of funds, misappropriation of power, conflicts of interest, and other potential legal nightmares.

What should I include?

When Joe Waiter interrupts the discussion to ask how many vegetarian meals the board will need for lunch in 20 minutes, you don't have to record that in the minutes. What does need to be included is any action taken, highlights of any report given, and any requests for board consideration or action. This includes:

- purchase of equipment not already in the budget,
- expenditure of any unbudgeted funds,
- changes to policy or procedure (some of which may need to be approved by the constituency – members – and possibly the state board),
- pricing changes (newsletters subscription fees, conference fees, and advertising rates),
- election results (or any change to the board or committee officer structure, including presidential/chair appointments),
- award proposals and acceptances,
- any vote taken by the board, and
- any item upon which the board reached consensus.

How much of the discussion need to be included?

Only the highlights. In fact, in many legal circles you are taught not to include the names of the people who made and seconded the motions. Instead the record just needs to show that there was a motion, a second, and whether the motion was carried or not.



Certification Exam Applications Deadline

The next exam application deadline is coming on **October 31, 2003.**

CWEA certifies 6 wastewater vocations, including:

- o Biosolids,
- o Collection Systems,
- o Environmental Compliance Inspection,
- o Industrial Waste Treatment Plant Operations,
- o Laboratory,
- o Plant Maintenance (Electrical / Instrumentation and Mechanical Technology).

Exams are given twice a year, in all six vocations for four grade levels each. Exams are scheduled for the third Saturdays in January and July.

The Colorado River Basin and the Northern San Joaquin Sections will be hosting Study Sessions for the exams. Look for details on these CWEA Study Sessions to come.

To assist with the exam or study sessions, contact Chris Lundeen at clundeen@cwea.org, who will put you in touch with a vocationalists in your specialty or a local section who needs your help!

Continued from page 1: Minding Your Meeting's Minutes

Minutes should reflect both the meeting agenda, and the actual order of events. This can be tricky when the agenda items are not taken in order, but easily solved. Write the minutes in the order of the activities (with the item numbers from the agenda unchanged), and note that the minutes were written in the order in which the items were discussed. Items added to the agenda at the meeting should be given action item numbers starting from the next available number.

All official meetings should have minutes taken and kept for your protection and for the protection of CWEA. After your minutes are taken, they should be reviewed by the board/committee at the following meeting and amended and approved as necessary. (This action

of approving the minutes will appear in that meeting's minutes.)

This formal acceptance of the meeting record reduces the likelihood that something was incorrectly recorded. Copies of the minutes should be forwarded to the CWEA office after they are approved. And, any tape recordings or meeting notes destroyed. This helps when the auditor needs to know at which meeting a particular action was taken, and to reduce the amount of paperwork you as a volunteer need to keep hidden in your office or home.

Further Reading:

The Art of Taking Minutes, by Delores Dochterman.

Leadership Question of the Month: How do you make the minute-taking process more simple?

Publication Deadlines Released

The 2004 publications deadlines have just been released for the *Wastewater Professional* and the *E-Bulletin*.

E-Bulletin

Content is needed on news from all local sections and committees about activities, agency honors, student and new members, photos, award winners, achievements, members' newborns and marriages.

<i>Issue Date:</i>	<i>Deadline:</i>
February 2	December 15
April 5	March 1
June 8	May 4
August 2	June 28
October 4	August 30
December 13	November 8

Wastewater Professional Content is needed, from training committees and industry leaders in particular, for technical information related to problem-solving, how-to's, trade information, and new developments in the industry.

<i>Issue Date:</i>	<i>Deadline:</i>
January 1	October 1
April 1	January 2
July 1	April 1
October 1	July 1

For more information about these publications, visit http://www.cwea.org/members/mlr_leader_localec_pub.shtml.

You may submit articles, ideas, or requests for the *Leader Link* at any time to anielsen@cwea.org.



Protecting our water environment through education and training

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CWEA

News, insights, and advice for
CWEA's volunteer leaders

We're on the web!
www.cwea.org

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Check List



❑ **Nominations for the Board**

Talk to your committee or local section & send in your state board nominations no later than October 17th.

❑ **Register for WEFTEC**

Take advantage of the chance to network and learn from professionals and volunteer leaders in and around the globe.

❑ **Kirt Brooks Scholarship**

If you, a family member, or a colleague is thinking of returning to school - even part-time - to further a career in water quality; get your application for the Kirt Brooks Scholarship now.

❑ **October 28 Planning Meeting**

Make sure your committee, local section, or other constituency is represented at the October 28th meeting. If you can't attend, make sure someone else will.

❑ **Call for Papers open on web**

Many associations are seeking speakers for upcoming conferences. More information at: http://www.cwea.org/et_speakers_callpapers.shtml

Key Dates



Last day of every month
Monthly financial reports are due (for the previous month).

October 11-15, 2003
WEFTEC, Los Angeles

October 17, 2003
State Board Nominations
Deadline

October 28, 2003
1st Annual Planning Meeting,
Fresno (see article on page 2)

October 29, 2003
Northern Safety Training
Conference, Woodland

October 31, 2003
Happy Halloween

November 27, 2003
Thanksgiving - CWEA
is thankful for YOU.

December 15, 2003
E-Bulletin Deadline

January 2, 2004
Wastewater Professional
Deadline

January 30-31, 2004
Board Meeting, San Diego

April 27-30, 2004
Annual Conference, Fresno



CWEA
Protecting our water environment
through education and training